

CLASSIFICATION SPECIFICATION FOR: CODE COMPLIANCE OFFICER

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

POSITION SUMMARY

The Code Compliance Officer investigates noncompliance with the Town Code and Zoning Ordinance and conducts enforcement procedures as required to achieve compliance to abate violations.

ESSENTIAL FUNCTIONS STATEMENTS Essential responsibilities and duties may include, but are not limited to, the following:

1. Investigate complaints of possible violations of Town codes and ordinances.
2. Initiates appropriate remedial action.
3. Work with departments having enforcement responsibility.
4. Coordinate activities with other regulatory agencies having jurisdiction within the Town.
5. Inform the public either verbally or in written form on how compliance may be obtained.
6. Prepare and accumulate evidence.
7. Work with Town Attorney in initiating court proceedings.
8. May issue citations.
9. May be required to testify in court.
10. Prepare and update computerized mailing lists.
11. Organize mailing and report distributions.
12. Performs related duties and responsibilities as required.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Bachelors Degree in planning or a related field.
- One year experience in investigation, zoning administration, law enforcement or related field.
- Additional related experience may be substituted year for year for the education requirement

provided the minimum attainment is high school graduation.

- Possession of a valid California Class C driver's license.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Current principles and trends in urban planning and zoning.
- Drafting and mapping techniques.
- Investigative techniques.
- Legal procedures related to the enforcement of laws and ordinance.

Ability to:

- Communicate effectively in writing and orally
- Prepare accurate and complete reports.
- Interpret rules and regulations.
- Use judgement.
- Accurately interpret and administer applicable codes and regulations.
- Analyze, research and investigate issues and prepare clear and concise reports on findings.
- Prepare accurate drawings and maps.
- Establish and maintain effective working relationship with Town personnel and the public.
- Conduct work in a safe manner in accordance with established practices.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Internship or para-professional experience in city planning.

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for moderate or light lifting and carrying; bending, stooping, kneeling, crawling; walking, standing or sitting for prolonged periods of time; repetitively use fingers and/or wrists while twisting or applying pressure; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

WORK ENVIRONMENT

Indoor/Outdoor environment - employee works in a computerized office environment and may travel from site to site; exposure to inclement weather; may be exposed to dirt, dust, fumes, smoke, gases, and traffic; work with others and alone.

FLSA: Non-exempt

PROPERTY INTEREST:

This classification is represented by the Town Employees Association.

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